DATE POSTED: **April 22, 2005**

REQ. # 05-100

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue   Fort Pierce, Fl. 34982 – 5652
Telephone (772) 462-1546   Jobline (772) 462-1967
http://co.st-lucie.fl.us

This position must be posted for at least five (5) working days from **04-22-2005** TO **04-28-2005,** but will remain open until filled.

DEPARTMENT/DIVISION
INFORMATION TECHNOLOGY

POSITION AVAILABLE
SECTION SUPERVISOR

OF OPENINGS
1

STARTING SALARY
$46,232.99 / year

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statues, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 554
PAY GRADE 23
SALARY : $46,232.99 - $73,462.90
SECTION SUPERVISOR

MAJOR FUNCTION: Supervision of a compliment of Technical Staff performing work delivering information systems technical support services to our customers. Comprising of site planning work delivering information systems technical support services to our customers. Comprising of site planning and preparation installation, preventative and corrective maintenance of electronic data processing and communications equipment coming under the jurisdiction of the Information Technology Department.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS: **Knowledge:** Information Technology design, techniques, methodology, operating system, network system software, system administration, analysis and problem determination, desktop server, communications network hardware, operating characteristics and limitations, and current developments in Information Systems technology. **Abilities:** Ability to work effectively with customers, internal staff, management and external contractors or suppliers. Analyze customers' needs and formulate business requirements and summarize the information technology solution in non-technical terms. Able to present oral and written reports clearly and concisely. Ability to install and work with the customers on the implementation and training of applications software. Ability to analyze technical problems and determine the resolution. Logical thinking with strong interpersonal skills and command of the language is essential. Supervise multiple groups and project teams, multitask, monitor performance, schedule activities, project Management and Track-It System. **ESSENTIAL JOB FUNCTIONS**: Provide supervision function of information technology technical support to include personal computer system hardware and software set up, installation, network operations connectivity and administration, application software support & training, maintenance, problem regular status reports for areas of responsibility including the up time, down time, trouble reports, traffic loads, bottlenecks, scheduled and unscheduled maintenance and make suggestions for improvements. Provide customer support for information technologies utilized by the County. Resolve reported problems in an orderly and expedient manner. Plan activities to accomplish the workload effectively. Analyze solutions. Plans, designs and recommends solutions to address the customers requirements including; software, hardware, network communications/internet access, training and interfaces to other applications. Performs assigned duties under the general supervision of the Manager overseeing the Section Supervisor.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. May be called upon to lift objects greater than 30 pounds. Occasional walking and standing. Vision must be good enough to read instruction manuals. Must have good command of the English language and able to hear normal telephone conversations. Good hand/eye coordination.

WORK HAZARDS: Use of computer equipment monitors which may have an effect on vision.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from a four year accredited institution with a B.S. degree in Computer Science or related field, or a two-year A.S. degree in Computer Science, MIS or related field. A comparable amount of training and/or experience may be substituted for the minimum educational qualifications based on two years experience for one year of education

EXPERIENCE: Two years of progressively responsible supervisory experience and information technologies, network/desktop support and administration.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida driver's license is required, with a good driving record.

Effective 04/01/2004